



## ADMINISTRATIVE PRACTICES MANUAL

### Destruction and Disposal of Protected Health Information (PHI)

#### PURPOSE

To ensure the proper destruction and disposal of Protected Health Information (PHI).

#### PROCEDURE

1. Material containing PHI will be destroyed or disposed of pursuant to Dane County's General Records Schedule.
2. Material containing PHI that will be destroyed or disposed of should be secured against unauthorized or inappropriate access until the destruction or disposal of the PHI.
3. Allowable disposal methods for PHI in paper records includes shredding, burning, pulping, or pulverizing the records so that PHI is rendered essentially unreadable, indecipherable, and otherwise cannot be reconstructed. If a locked bin is available, place all paper records to be shredded in a locked shredder bin for proper disposal.
4. Remove and shred labels from prescription bottles.
5. For destruction of PHI on electronic media options include: clearing (using software or hardware products to overwrite media with non-sensitive data), purging (degaussing or exposing the media to a strong magnetic field in order to disrupt the recorded magnetic domains), or destroying the media (disintegration, pulverization, melting, incinerating, or shredding).

#### DOCUMENTATION

Dane County will maintain the documentation associated with this policy for a minimum of seven (7) years.

#### ROLES & RESPONSIBILITIES

The HIPAA Privacy & Security Officer is responsible for the implementation, maintenance, and adherence to this policy.

#### RELATED DOCUMENTS

Definitions

[Dane County General Records Schedule](#)

#### DOCUMENT VERSION HISTORY

Original: 07/2023

Reviewed 07/2024